Board of Directors Meeting
11 December 1980

AGENDA

1. OC/ODP Joint Planning Meeting - January 15/16
        7 from each Office
        Who should attend?

2. Architect - ███████████ to EOD 5 January.
        MZ Board to seek candidate for Staff?

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3. Input for L/R Plan - Call is out.
        Importance of early response.

4. SAFE Integration
        Discussion of draft plan.

5. Terminal Policy
        Draft call for requirements.   Out-years?
        Costs of installation?

6. Product Development Group in DD/A
        Charter?
        Expectation?
        Publicity?

7. Office Automation
        What next?

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ODP O-1522
17 November 1980

STATINTL

MEMORANDUM FOR: OL/ODP Working Group

FROM : ▮▮▮▮▮▮▮▮▮▮▮▮▮
Chief, Policy and Plans Group, ODP

SUBJECT : Cancellation of November Working
Group Meeting

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The Working Group meeting scheduled for 19 November has been cancelled due to a lack of significant agenda items. The next meeting of the Working Group will be 9 December at ▮▮▮▮▮▮ 1330 to 1530, Room 3G06.

Please call me with your agenda items for this meeting. A meeting announcement and agenda will be distributed in early December.

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cc:

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15 SEP 1980

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MEMORANDUM FOR: ODP Board of Directors
                 MBO Officers

FROM   : ███████████████

                 Chief, Management Staff, ODP

SUBJECT   : Management by Objectives Conferences

1. Following is the schedule for the fourth (and last) series of FY 1980 MBO Management Conferences with the Director of Data Processing. Members of the ODP Board of Directors are invited to attend any of the sessions:

DDA LEVEL AND ODP OFFICE LEVEL MBO's

Date	Component	Time	Room
27 October	Administrative Staff	1000-1200	2D03
28 October	Management Staff	1330-1530	2D03
29 October	Processing	0930-1100	2D03
29 October	Joint Applications/ Processing	1330-1400	2D03
29 October	Applications	1400-1600	2D03
31 October	Make-up	1330-1530	2D03

NOTE: Both the DDA Level and Office MBO's will be presented during a component's conference with the Director of Data Processing. The date and time of the conference with the DDA will be 1330-1500, 30 October in Room 2D03.

2. The DDA level MBO's will be for the fourth quarter of FY 1980 and the Office level MBO's will be for June, July, August, and September 1980. The attachment is a list of the DDA and Office level MBO's along with their ODP responsible officers.

3. By 1 October, please send me your STATUS REPORT and OBJECTIVE AND ACTION PLAN for both the DDA level and the ODP office level MBO's.

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Attachment: a/s   DISTRIBUTION:

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                     2 - ODP Registry

ODP OFFICE & DDA LEVEL MBO's
INDEX TO TABS

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Component	Tab	Objective Title	Responsible Officer	Number
AS				
	A	Update of ODP T/O		AD-1
	B	Training		AD-2
	C	Account for Property and Record		AD-3
	D	ODP Records Schedule		AD-5
DDA				
	E	Training Plan for Softcopy Terminal		AP-1
	F	Security Consider- ations for Applications Standards		AP-3
	G	CAMS		ODP-04-77
	H	CAMS II		ODP-04-77
	I	4C		ODP-28-80
Joint				
	J	App/Proc Word Pro- cessing		J-1
	K	App/Proc Computer Graphics		J-2
DDP				
	L	GIMINI		ODP-27-80
	M	Introduction of Soft- copy Terminal		P-3
	N	Implementation of Computer Plan		P-4
	O	Manual Document Logging System		P-5
	P	Personnel Acess Control System		P-6
MS				
	Q	Project Activity Rept		M-1
	R	ODP Disaster Plan		M-2
	S	Terminal Installation Policy		M-4

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10 September 1980

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MEMORANDUM FOR THE RECORD

FROM   :   ███████████████

Planning Officer, ODP

SUBJECT: Board of Directors Meeting on Strategic Planning

1.   Meeting was held 25 August 1980, in Room 2D03, **STATINTL**
Headquarters.   Attendees were:

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Bruce Johnson
███████████████   ███████████████

2.   Mr. Johnson distributed a revised agenda (attached)
and made the following introductory observations:

–   ODP is losing funds for new initiatives and also
    flexibility to reprogram existing funds.

–   Forces from several levels are converging to call
    for the production of a joint OC/ODP
    Telecommunications Plan.

–   The establishment of the Information Services
    Architect will present a unique opportunity and
    some problems.

–   The adoption of the Delta Data as a world standard
    terminal requires a new look and a new plan as to
    how ODP executes its responsibilities.

    1.   Shrinking Resources and Budgetary Flexibility:

         – Problems of anticipating demands.

         – Terminal funds and requirements are
            especially vulnerable.

         – Many projects arise after budget preparation
            time--a serious time lag problem.

         – Applications develops systems without
            adequate concern for final resources.

Solution:

- Do a better job planning.

- Identify committments of funds early in the FY.

- Reprogram at beginning of fiscal year to extent possible.

- Develop a standard resource impact statement for Applications projects-███████ STATINTL

2. Joint Teleprocessing Plan:

- The current OC Strategic Plan does not contain sufficient detail to lead to meaningful planning by ODP.

- How should SAFE be incorporated into a joint OC/ODP plan?

- A joint plan should be developed. The suggested areas to be covered:

  - CDS/MPS/DATEX

  - Front End/COMTENS/Multiplexors--a strategy for aggregation of terminal support.

  - Networks/Bus Commo/Mercury/Grid

  - Remote Printing

  - Electronic Mail

  - SAFE (Related to much of the above).

  - Sources of personnel (specialists) needed by both offices.

Solution:

- Develop a joint OC/ODP Strategic Plan--Plan would be in three sections, a joint section, OC and ODP section.

- ODP/PO has primary responsibility. Input is the discussion and comments on this item.

3. Information Services Architect Staff:

- To be in the DDA. (Probably 4-6 members.)

- Presents a great opportunity to standardize and approve existing ODP systems and plans.

- Does not have review of procurement responsibility. (See attached draft of missions/functions).

- ODP will provide a qualified analyst for assignment to the staff.

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4. Minicomputer Plans and Policy:

- ▮▮▮▮▮▮ reported on the GIMINI project. Terminal support a problem. TEMPEST testing is underway. Could place a system in operation now.

- Review of current mini operations, success and failure.

PERINSUR	MEDICAL	
CAPER	▮▮▮▮▮▮	STATSPEC
P&PG	SACS	
PEGASUS	ADSTAR	
FAR	WATCH OFFICE	
MAGUS		

- Problem is closely related to End User programming.

- Space and money problems.

- ODP has been a prime instigator (pusher) for minis.

Solution:

- Review experiences and rewrite policy as stated in the old Plan. ODP/PO has action.

- ODP will publish a guide on the use of minicomputers.

5. End User Programming:

- Some of our users want control of their own environment and computing resources.

- - ODP should encourage minis to relieve
  pressures on Applications.

- Applications should look for a commonality of
  requirements--not design individual systems
  of limited use, e.g., Virtual PERSIGN, a
  general personnel utility.

- Query-By-Example and other new tools should
  be studied.

- Training should be reviewed and upgraded.

- Anything acquired or developed should be
  first class all the way.

Solution:

- Applications will prepare a position paper
  for inclusion in Strategic Plan.

6. ODP Terminal Policy:

- The expanding acceptance of the new DD 7260
  has led to a reevaluation of how terminals
  are installed and supported.

- The new CRT will place a powerful tool at the
  end users desk.

- Large software support requirements will
  become the rule.

- New roles for the Delta Data are:

        - SAFE
        - CLASSA Stations
        - COMMO-NETWORK (M-40 Replacement
          Possibly)
        - CRAFT

- Installations are running too far behind.
  Not enough contractors.

- How will new terminals be justified?

- When should Applications start writing
  software for the new terminal? In what
  languages?

- How and why will old terminals be replaced?
  Do we need a cut rate cheaper version?

- What happens when we put BASIC on the terminal? Level of support for user-originated program?

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- Keep questionnaire and project on terminals.

Solution:

- ███████████████ will form a subcommittee to develop a new policy and answer the above and other questions.

STATINTL   7.   SAFE Integration:

- DDA looking to D/ODP for integration plan.

- ████████████ paper raised pertinent issues. What have been the changes since?

- Is NFAC as a customer office concerned?   No.

- Who provides Data Base Management? Integrity?   Interface?

- How can we most efficiently use the manpower available?

- What kind and how much training by whom?   For whom?

- Interface with GC-03 at what level?

- Printing--A common set of printers with ODP.   A part of interface problems.   Cut paper Xerox 9700.

- Is interface to be by terminal only or will data be passed?

Solution:

- Await selection of hardware vendors; convene a special meeting to discuss SAFE integration. Post-meeting note: CSPO and Processing should work together to identify any management issues to be discussed at that meeting.

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8. Office Automation:

- ▮▮▮▮ reported on the status of AIM.

- Applications has five people reviewing requests for word processing equipment.

- A large amount of time is spent helping offices develop requirements according to GSA and OL regulations.

- This is a non-productive effort for programmer/analysts.

- Should users do their own studies and evaluations? Applications could provide procedures.

- Should more effort be spent on software?

- The new DD will alter this process anyway.

- Should ODP interest be limited to cases where the word processor attaches to a CPU.

Solution:

- Applications will study problem and recommend policy and solutions.

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ODP/PO▮▮▮▮ :caj/4011   17 September 1980

Distribution:
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